

ROUTING AND TRANSMITTAL SLIP

5 NOVEMBER 1985

EXECUTIVE SECRETARIAT
ROUTING SLIPTO: (Name, office symbol, room number,
building, Agency/Post)

1. CHIEF, PROTOCOL BRANCH

Initials Date

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1 - ACTION

FOR YOUR DIRECT RESPONSE WITH A DROP
COPY TO DDA. PLEASE NOTE DUE DATE OF
31 JANUARY 1986.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)

Room No.—Bldg.

Phone No.

FORM 41 (Rev. 7-76)
by GSA
FPO 101-11.506

TO:

	ACTION	INFO	DATE	INITIAL
1	DCI			
2	DDCI			
3	EXDIR			
4	D/ICS			
5	DDI			
6	DDA	X		
7	DDO			
8	DDS&T			
9	Chm/NIC			
10	GC			
11	IG			
12	Compt			
13	D/OLL			
14	D/PAO			
15	VC/NIC			
16	CMS/DDA			
17	(For Ch. Protocol)	X		
18				
19				
20				
21				
22				

SUSPENSE

Date

Remarks

Executive Secretary

4 Nov 85
Date

3637 (10-81)



United States Department of State

The Chief of Protocol
Washington, D.C. 20520

Executive Registry

85-
4192

November 1, 1985

DD/A
85-3765

MEMORANDUM

TO: Heads of All Employing Agencies as Defined in Section 515 of Public Law 95-105

FROM: Selwa Roosevelt *SR*

SUBJECT: Submissions to Department of State of Listing of Foreign Gifts of More than Minimal Value Reported to Employing Agencies in Calendar Year 1985

Federal agencies are reminded of the requirement of Section 515 of Public Law 95-105, 91 Stat. 862, the amended statute governing the receipt and disposition of gifts and decorations tendered by foreign governments to Federal employees, their spouses, or dependents, that each employing agency or its delegate must, not later than January 31 of each year, transmit to the Secretary of State a compilation listing all statements filed during the preceding year by employees of that agency concerning gifts valued at more than minimal value (\$165) which they received from foreign governments.

Compilations are to include, in addition to tangible gifts of prescribed value, all foreign government gifts of travel or travel expenses for travel taking place entirely outside the United States and valued at more than \$165, the acceptance of which has NOT BEEN AUTHORIZED in accordance with specific instructions of the recipients' employing agency.

The purpose of requiring these submissions is to enable the Secretary of State to discharge his responsibility under the law for the annual publication of a comprehensive listing of all such statements in the Federal Register. Gifts of "minimal value" are currently defined as having a retail value in the United States at the time of acceptance of \$165 or less. Decorations received from foreign governments are excluded from this reporting requirement.

Each agency should prepare its compilations for 1985 on the enclosed report sheets, one for tangible gifts and one for travel or expenses of travel. ELITE TYPE SHOULD BE USED. If additional sheets are needed, the enclosed report forms may be reproduced. Reports should be addressed to the Secretary of State, Attention:

- 2 -

Office of Protocol. A sample report is attached, along with guidelines for the report. In submitting the report, please PROVIDE THE NAME AND TELEPHONE NUMBER OF THE INDIVIDUAL WHO PREPARED THE REPORT OR WHO MAY BE CONTACTED, IF NECESSARY, CONCERNING ITS CONTENTS.

Agencies whose responses have not been received by January 31, 1986 will be presumed to have had no statements filed with them during 1985 concerning foreign gifts to their employees which were subject to the statutory reporting requirement.

Inquiries regarding this memorandum should be directed to the Office of Protocol, Ms. Catherine Gerardi, telephone 647-4570.

Enclosures:

1. Report sheets.
2. Sample report with guidelines.

GUIDELINES FOR PREPARING GIFT REPORTS

These reports are NOT retyped but published in the Federal Register as submitted by the employing agency. UNIFORMITY IS IMPORTANT.

The following irregularities have been found in previous submissions. Careful attention to format will be appreciated.

1. Use report form provided - NOT legal size paper. If you need additional pages of the report form, it may be reproduced.
2. Use Prestige ELITE 72, 12 pitch, typing element.
3. Do NOT number each entry
4. List recipients ALPHABETICALLY.
5. Date of acceptance of a foreign gift is important. Please note sample form: - "Recd January 1985", NOT "Received January 1985".
6. Under Est. Value category, a specific dollar amount is required. "Over \$165" is NOT ACCEPTABLE.
7. Only travel NOT PREVIOUSLY APPROVED BY THE EMPLOYING AGENCY AND TAKING PLACE ENTIRELY OUTSIDE THE UNITED STATES is required to be reported.
8. If no gifts of more than minimal value were reported to the employing agency in calendar year 1985, it is NOT NECESSARY to submit a negative statement to this effect to the Department of State.
9. Do NOT submit reports for gifts of minimal value, i.e., \$165 or less.

November 1985

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REPORT OF TANGIBLE GIFTS

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<u>Name and Title of Recipient</u>	<u>Gift, Date of Acceptance, Est. Value and Current Disposition or Location</u>	<u>Identity of Foreign Donor and Government</u>	<u>Circumstances Justifying Acceptance</u>
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Name and Title
of Recipient

Gift, Date of Acceptance,
Est. Value and Current
Disposition or Location

Identity of Foreign
Donor and Government

Circumstances
Justifying Acceptance